

## Instructions for current ARNG Non-AGR Applicants

Submit a completed *NGB Form 34-1* as indicated in the application instructions listed in the job announcement under HOW TO APPLY. Submission of other documents (cover letter, resume, etc.) is optional.

*To email the application form:*

- Click on the web link [NGB Form 34-1](#).
- Save this file to a location on your computer's hard drive with a file name that you will be able to locate.
- Open the application form that you just saved.
- Complete the application form.
- Email your completed application to MENG-HRO-AGR office [ng.me.mearng.list.hro-agr-br@mail.mil](mailto:ng.me.mearng.list.hro-agr-br@mail.mil) Please note that if you are using Microsoft Word, you would do this by selecting "File, Send To, Mail Recipient", and inserting the listed email address in the space to the right of TO. You can insert the email address by copying and pasting it OR typing it.

•

*To mail or fax the application form:*

- Click on the web link [NGB Form 34-1](#).
- Complete the application form from the web site.
- Print the form by clicking on the printer icon on the taskbar at the top of the screen OR clicking on *FILE* at the top left of your screen, then clicking on PRINT halfway down the list, and lastly clicking on OK at the bottom of the print screen.
- Deliver the completed application form *in person* or *Mail* it by U.S. Mail to "Department of Defense, Veterans & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033", OR
- Fax the completed application form by Non-government *fax* to HRO-AGR office at (207) 626-4246.